Call for Experts

**APPLICATION FORM**

**Call for experts to conduct a study on**

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| *Please insert here the topic of the call* |

Scalable Cities Secretariat | Austrian Institute of Technology

January 2024

Application form

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| ***Please insert here the topic of the call.*** |

Additional details about the content of the call (deliverables, schedule, etc.) can be found in the right column under background documents in the ***Terms of Reference*** for the specific calls or on the Scalable Cities [website](https://smart-cities-marketplace.ec.europa.eu/scalable-cities/experts-group).

Please note that we only consider applications from a panel of experts with min. 3 people. Individual applications are not eligible for the evaluation of the applications.

In case of questions about the form, kindly write to **call4expert@ait.ac.at.**

# Qualification of the consortium

##### Please indicate the members of the panel of experts and their experience.

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| **Expert lead** |

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| --- | --- |
| **Last name:** |  |
| **First name:** |  |
| **Organisation:** |  |
| **Job title:** |  |
| **Professional background:** |  |
| **Email address:** |  |
| **Phone number:** |  |

##### Please name five of your most relevant works related to the scope of this contract.

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| **#** | **Name of the project** | **Reference description and justification** | **Link to the project website or final report** |
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**Please upload the expert CV in the indicated EUSurvey section, together with any relevant documents.**

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| **Expert member 1** |

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| **Last name:** |  |
| **First name:** |  |
| **Organisation:** |  |
| **Job title:** |  |
| **Professional background:** |  |
| **Email address:** |  |
| **Phone number:** |  |

**Please name five of your most relevant works related to the scope of this contract.**

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| **#** | **Name of the project or study** | **Reference description and justification** | **Link to the project website or final report (** |
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**Please upload the expert CV in the indicated EUSurvey section, together with any relevant documents.**

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| **Expert member 2** |

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| **Last name:** |  |
| **First name:** |  |
| **Organisation:** |  |
| **Job title:** |  |
| **Professional background:** |  |
| **Email address:** |  |
| **Phone number:** |  |

**Please name five of your most relevant works related to the scope of this contract.**

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| **#** | **Name of the project or study** | **Reference description and justification** | **Link to the project website or final report (** |
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**Please upload the expert CV in the indicated EUSurvey section, together with any relevant documents.**

**Motivation letter (max 1 page)** *(Please explain below the motivation of the panel and why the members are qualified for this assignment)*

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| *[Please insert here your text]* |

# Research Approach

**Proposal for the methodological approach (max 2 pages)** *(Please explain how you want to implement the methodology determined in the terms of reference)*

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| [Please insert here your text] |

# Implementation Approach

* 1. **Proposal work plan** *(Please describe the work plan for fulfilling the tasks and assignment. The work plan should cover all tasks and timings that need to be performed. It needs to adjust to the indicated timeline, deliverables, and tasks specified in the TOR and specify any additional ones.)*

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| ***Number of the task*** | ***Name of the action*** | ***Short description of the action*** | ***Time plan (Date or Calendar week) 2023/ Month/Date or CW)*** | ***Responsible person*** | ***Number of working days foreseen for this task*** |
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* 1. **Structure of the report** *(Please indicate a tentative structure of the report.* *The structure should correspond to the high-level structure indicated in the TOR and specify any additions, improvements or suggested changes.)*

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| **#** | **Chapter/Subchapter** | **Title** | **Key Questions** | **Method** | **Relevant literature/ sources** |
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